



SAFETY SIMPLY STATED

INSIDE THIS ISSUE:

SUBJECT PAGE

<i>Preventing Residential Fires</i>	2
<i>Transitional Duty Assignments</i>	3
<i>Electrical Quiz</i>	4
<i>Take Extra Precautions While Driving at Night</i>	5
<i>What's Wrong with this Picture?</i>	5
<i>Boating Safety</i>	6
<i>Top 10 Workplace Injuries</i>	6
<i>May Training Calendar</i>	7

Special points of interest:



- May is National Electrical Safety Month and Disaster Preparedness Month
- National Safe Boating Week—May 21—27

MESSAGE FROM THE CITY SAFETY OFFICER, MICHAEL ALIO

In the February 2005 issue of *Safety Simply Stated*, I announced changes that were starting to take place in the City's Safety Program. The changes are designed to raise safety awareness throughout the organization, establish accountability at all levels of the organization in the safety program, and provide departments with the tools needed to successfully manage the safety program.

Here are some of the items you will soon be seeing:

- You will view a short video of the City Manager delivering his message on Safety.
- You will receive the *Employee Safety Program Overview* Booklet. This booklet will soon be available in Spanish.
- You will start to see Safety

Posters, designed by the City, in key City facilities. The posters will provide you reminders of safe work practices.

- Department management is receiving safety performance reports on a monthly basis.
- Departmental Safety Committees are being formed by: Community Development, Fire, Health, Energy, PRM, Police, Public Works, and Technology Services. Employees from these departments are encouraged to participate on the Safety Committee.

Employee involvement is key to the City Safety Program flourishing and becoming successful!!!

MAY IS DISASTER PREPAREDNESS MONTH!

1. Learn what kind of natural and human-caused disasters pose a risk in your area.
2. Make a Family Emergency Disaster Plan and identify an "out-of-state" family contact.
3. Practice your Family Disaster Plan.
4. Build a Family Disaster Supply Kit for your home and car.
5. Prepare your children every 6 months by practicing drills.
6. Don't forget those special needs such as prescription medicine.
7. Understand post 9/11 risks and how to respond.
8. Eliminate hazards in your home and workplace.
9. Learn how to protect and aid you and your family by taking first aid, CPR, and other emergency preparedness classes.
10. Get Involved—give blood, educate your neighbors—volunteer!



Preventing Residential Fires

By Tristina Meche, Safety Specialist

Fires are among the deadliest disasters to destroy homes across the country. Each year, nearly 5,000 Americans die in fires, and 80 percent of those deaths occur in home fires, a devastating fact considering that most residential fires are preventable.

"Although many residential fires are preventable, fires can ignite quickly and without warning. You and your household may have little time to decide the best method to escape -- that is why it is so important to plan two routes out of every room and a meeting place just outside your home," said Keith Robertory, Fire Safety Expert. "Plan ahead for residential fires and other disasters and don't wait until it happens."

Preparedness is your best weapon against deadly fires. Follow these simple steps to make your home fire safe.

- ◆ Smoke alarms save lives. Install a smoke alarm outside each sleeping area and on each additional level of your home. If people sleep with doors closed, install smoke alarms inside sleeping areas, too. Use the test button to check each smoke alarm once a month. When necessary, replace batteries immediately. Replace all batteries at least once a year. Smoke alarms become less sensitive over time. Replace your smoke alarms every ten years.
- ◆ Consider having one or more working fire extinguishers in your home. Get training from the fire department or local Red Cross on how to use them properly.
- ◆ Determine at least two ways to escape from every room of your home. Consider escape ladders for sleeping areas on the second or third floor. Learn how to use them and store them near the window.
- ◆ Select a location outside your home where everyone would meet after escaping. Practice your escape plan at least twice a year.

Follow these safety tips in the event that a fire strikes.

- ◆ Once you are out, stay out! Call the fire department from a neighbor's home.
- ◆ If you see smoke or fire in your first escape route, use your second way out. If you must exit through smoke, crawl low under the smoke to your exit. If you are escaping through a closed door, feel the door before opening it. If it is warm, use your second way out.
- ◆ If smoke, heat, or flames block your exit routes, stay in the room with the door closed. Signal for help using a bright-colored cloth at the window. If there is a telephone in the room, call the fire department and tell them where you are.

TRANSITIONAL DUTY ASSIGNMENTS

REPRODUCED FROM: BUSINESS & LEGAL REPORTS

Employees who have been injured on the job may be physically unable to perform all or any of their job duties when they return to work. For example, if an employee injured his or her back while lifting, it would probably be a while before he or she could safely perform work that put any strain on the back.

Sometimes more than time is needed for an injury to heal. Many employees may need carefully designed and supervised rehabilitation program to help restore the injured body part or even the whole body to its former capabilities. Rehabilitation may involve physical therapy and special exercises to harden muscles and strengthen body parts.

But just because one part of the body is injured doesn't necessarily mean that the rest of the body and brain aren't capable of working. As part of the recovery process, an injured employee's physician or physical therapist may recommend that the employee be assigned to what is called a transitional duty job also formerly known as modified duty).

Transitional duty jobs can play an important role in rebuilding and strengthening an injured body. And they have other benefits as well. They may provide injured employees with:

- An opportunity to make a productive contribution while they heal
- Greater earnings than are available from workers' compensation
- A way to keep from getting bored or worrying that they'll never get back to normal
- A gradual return to work and rebuilding of the body that can actually speed recovery

Transitional duty jobs have benefits from the City's point of view, too. They help us to keep functioning at full capacity, without losing the contributions of experienced, valuable employees. Transitional duty jobs also help reduce the City's workers' compensation costs, which means more money is available for other purposes. In other words, transitional duty jobs that are developed and monitored with the close involvement of medical and rehabilitation experts are a win-win approach for everyone.



Characteristics of effective transitional duty jobs:

- A transitional duty job is monitored by medical and/or rehabilitation professionals to help injured employees recover and get back to work as quickly and safely as possible. The professionals identify what activities could cause the injured employee problems and then set limits, such as "no lifting over 10 pounds" or "no sitting for more than 15 minutes without walking around."
- It is real work that needs doing but doesn't strain an injured body part or put an injured employee at risk.
- Transitional duty jobs are temporary. In other words, they last only long enough to enable the injured employee to become strong and

healthy enough to go back to his or her regular job. In cases where the injury is such that this will never be possible, permanent job reassignment may be necessary.

- Transitional duty jobs help prevent future injuries. During this break from regular tasks, the employee, his or her supervisor, and any other interested parties can work together to determine what caused the injury and how to prevent future injury. That may mean new or additional safety training; redesigning a job, task, or work area; or other approaches for reducing the injury risk for that employee and for everyone else.
- An injured employee may be given less strenuous tasks that are usually performed by another employee. That employee is then free to take on a special project or learn something new. A transitional duty job may also be made up of several less strenuous tasks that are usually split among several other employees. This gives each of those employees some free time to perform other necessary tasks.
- An employee on transitional duty may, in some case, do his or her regular job but at a slower pace or the injured employee may be assigned to his or her regular job but teamed with a co-worker. In this case, the recovering employee handles the less strenuous tasks and the co-worker is responsible for those aspects of the job that the recovering employee isn't yet able to do.

Remember....when you place an employee into a transitional duty assignment, you must train the employee to recognize the hazards and how to take appropriate safety precautions in the new assignment!!!

May is National Electrical Safety Month

Take the Basic Electrical Pop Quiz

- 1) A material is considered to be a conductor of electricity if it has _____
 - a) multiple neutrons
 - b) free electrons
 - c) no electrons
 - d) no neutrons
- 2) The most commonly used conductor of electricity is?
 - a) aluminum
 - b) gold
 - c) mercury
 - d) copper
- 3) The scientific law that governs electricity is?
 - a) Volta's Law
 - b) Franklin's Law
 - c) Ohm's Law
 - d) Electrical Potential Law
- 4) Resistance is measured in?
 - a) Watts
 - b) Volts
 - c) Ohms
 - d) Amps

- 5) The symbol for Voltage is?
 - a) I
 - b) E
 - c) R
 - d) V
- 6) The symbol for Amperage is?
 - a) I
 - b) E
 - c) R
 - d) A
- 7) Before attempting to work on any electrical appliance you should _____
 - a) have proper training
 - b) observe all State and Local Safety Codes
 - c) check for improper shorts or grounds
 - d) all of the above

Answers to Basic Electrical Pop Quiz are on Page 8

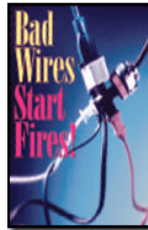


SAF-T-TRIVIA QUESTION

How does a Ground Fault Circuit Interrupter (GFCI) protect equipment and people?

- A. By closing an electrical circuit
- B. By opening an electrical circuit
- C. By sending a signal to the transformer
- D. All of the above

Answer to Saf-T-Trivia is on Page 8



Take Extra Precautions While Driving At Night

By Laurie Browning, Safety Officer, Department of Parks Recreation and Marine

Traffic death rates are three times greater at night than during the day; yet many people are unaware of the hazards of night driving or don't know how to mitigate them. The National Safety Council recommends the following:

- Prepare the car for night driving. Clean headlights, taillights, signal lights, and windows at least once a week, more often if necessary.
- Have headlights properly aimed. Misaimed headlights blind other drivers and reduce your ability to see the road.
- When in doubt, turn headlights on. Lights will not help you see better in early twilight, but they will make it easier for other drivers to see you. Being seen is as important as seeing.
- Reduce speed and increase following distance. Judging other vehicles' speeds and distances is more difficult at night.
- Don't overdrive headlights. You should be able to stop inside the illuminated area. If you're not able, you are creating a blind crash area in front of your vehicle.
- If an oncoming vehicle doesn't lower beams from high to low, avoid glare by watching the right edge of the road and using it as a guide.
- Make frequent stops for light snacks and exercise. If you're too tired to drive, stop and get some rest.
- If you have car trouble, pull off the road as far as possible. Warn approaching traffic at once by setting up reflecting triangles near your vehicle and 300 feet behind it. Turn on flashers and the dome light. Stay off the roadway and get passengers from the area.



Drive carefully at night and don't forget your Smith System's 5-Keys technique:

1. **Aim High in Steering.**
2. **Get the Big Picture.**
3. **Keep Your Eyes Moving.**
4. **Leave Yourself an Out.**
5. **Make Sure They See you.**

WHAT'S WRONG WITH THIS PICTURE?



This photo was snapped at a construction site on the Island of Malta. Notice the lack of fall protection and the impalement hazard below.

Contributed by:
Paul Bakker
Training & EHS Manager, Services
GE Healthcare
Bio-Sciences
Amersham Biosciences Europe GmbH

"Did you know the City has a Fall Protection Program?"

Check it out in the Safety & Health Manual,

"Safety Management"

Section 5.07

BOATING SAFETY (NATIONAL SAFE BOATING WEEK—MAY 21-27)

BY DAVE KINLEY, DEPARTMENT OF PARKS, RECREATION AND MARINE

Are you afraid of the water? Would you rather float on a raft in the pool? Or are you the type to jump in the boat and hit the high seas, or the lakes and rivers to water ski, or fish?

If you are the skier or fisherman, or just like to hit the water, I would like to point out a few safety tips to help make your boating experience safe and enjoyable.

Planning your trip should include checking out your boat. Check the motor, trailer, steering, anchor, lines, fuel, and be sure your registration is current. Your trip would be over quickly if your boat or trailer doesn't operate. And don't forget the drain plug.

Make sure you have all of the required safety devices on board.

Personal Floatation Devices (Life jackets) in the proper size for each person on board your vessel are required. According to the Department of Boat and Waterways, 85percent of the people who die in boating

accidents would have survived if they'd been wearing a life jacket. The size of your boat will determine what types of life jackets are required.

Fire Extinguishers are required on all motorboats. Make sure yours is in working order, and has been inspected annually.

Inboard motors are required to have a Backfire Flame Arrestor. Make sure its clean and in good operating condition.

Sound Signaling Device, Visual Distress Signals, Navigation Lights, Muffling Systems, and Ventilation Systems are all required depending on your boat, and the time of day you are operating it.

Other equipment you should have onboard include: a bailing device, compass, fenders, flash light, mooring lines, spare engine parts and fluids, an oar, and tools.

And don't forget a First Aid Kit.

A great idea is to take a Safe Boating class from the

Coast Guard Auxiliary or Power Squadron.

Check the local laws for speed and where you can operate your vessel for your planned activity. Some lakes allow water skiing only in specific areas.

Boating and Alcohol—Studies have estimated that 50% of all boating accidents involve alcohol. California law states that it is illegal to operate a boat under the influence of alcohol or drugs. Blood alcohol concentration (BAC) of between .05% and .08% could put you in county jail for up to one year and a fine of up to \$1,000. If there is an accident causing injury, it's a felony, with up to one year in prison and up to \$5,000 in fines. One or two beers would be enough to put most people (by weight) in the .05%-.08% BAC level.

Boating can be a fun and rewarding experience, but a breakdown, or accident can ruin your day. Please be prepared for an emergency, and boat responsibly and safely.



**Have you
checked all your
safety
equipments on
the boat before
departing? —**

Think Safety!

**QUICK GLANCE—TOP 10 WORKPLACE INJURIES**

<u>Injury</u>	<u>Cost</u>
Overexertion ¹	\$ 13.2 billion
Falls on the same level	\$ 6.2 billion
Bodily reaction ²	\$ 5.3 billion
Falls to lower levels	\$ 4.6 billion
Struck by object ³	\$ 4.4 billion
Repetitive motion ⁴	\$ 2.8 billion
Highway incident	\$ 2.6 billion
Struck against object ⁵	\$ 2.3 billion
Caught in or compressed by	\$ 1.9 billion
Assaults	\$ 0.4 billion
All other	\$ 5.8 billion
TOTAL	\$ 49.5 billion

These findings from Liberty Mutual's Workplace Safety Index 2004, reflect data from 2002. Study authors say that the ranking of the top nine causes of workplace injuries was the same for the past four years, giving risk and safety managers a clear roadmap for preventing the most expensive injuries.

¹Overexertion—injury caused by excessive lifting, pushing, pulling etc.

²Bodily reaction—injury from bending, slipping, or tripping without falling

³Struck by object—such as a tool falling on a worker from above

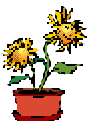
⁴Repetitive motion—Injuries due to repeated stress or strain

⁵Struck against object—such as a worker walking into a door frame



May 2005 Citywide Employee Safety Training Schedule

Dates	Course	Time (s)	Location
May 2	Respirator Training (2 hrs) 	2:00 pm—4:00 pm	Health Department, 2525 Grand Avenue, Room 204 NOTE: For DHHS employees
May 3	Trench & Excavation Training—Refresher (4 hrs)	7:45 am—11:45 am	Harbor Department, 925 Harbor Plaza, 5th floor training room
May 4	Radiation Training (8 hrs)	8:00 am—5:00 pm	PW/EDC Classroom, 2929 E. Willow Street
May 10	Fire Extinguisher (Partial Module 4) (2 hrs) 2-sessions AM/PM	AM—10 am—12 pm PM—1 pm—3 pm	LB Airport Maintenance Yard, 3150 E. St. Louis Avenue, Conference Room and Fire Pit
May 11	Hazardous Material Communication (2 hrs) 	8:00 am—10:00 am	PW/EDC Classroom, 2929 E. Willow Street
May 12	AED/CPR (Module 1) (4 hrs) 2-sessions AM/PM	AM—8:00 am—12:00 pm PM—12:30 pm—4:30 pm	American Red Cross, 3150 E. 29th Street, Classroom 2
May 17	Trench & Excavation Training—Initial (8 hrs)	7:30 am—4:30 pm	Harbor Department, 925 Harbor Plaza 5th floor training room
May 19	Asbestos Bldg Inspector -Refresher (4 hrs)	7:30 am—11:30 am	PW, SF Yard, 1601 San Francisco Avenue, Training Room
May 23	Ergonomics Office Training (1 1/2 hrs) 2-session AM/PM	AM—10 am—11:30 am PM—1:30 pm—3 pm	AM—Main Library, Auditorium, 101 Pacific Avenue PM—PW/EDC Classroom, 2929 E. Willow Street
May 25	Bomb Threat Awareness (Partial Module 4) (1 1/2 hrs)	8:30 am—10:00 am	Police Department, WPSS, 1835 Santa Fe Avenue Community Room
May 25	Trench & Excavation Training—Refresher (4 hrs)	7:45 am—11:45 am	Harbor Department, 925 Harbor Plaza, 5th floor training room
TBD	Forklift (Initial) (8 hrs) Class 5 	TBD	TBD
TBD	Forklift (Refresher) (4 hrs) 2-session AM/PM Class 5 	TBD	TBD



NOTE: Course dates and times are subject to change without notice. Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class. If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov



City of Long Beach
Department of Human Resources
Risk Management, Safety Office
333 W. Ocean Boulevard, 10th Fl.
Long Beach, CA 90802
Phone: (562) 570-6476
Office Hours: Monday—Friday
7:30 am—4:30 pm

GET CONNECTED



We are on the web:
<http://vmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index.htm>

Service First
Safety Always



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City of Long Beach

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TEAM UP FOR SAFETY SAKE

- Communicate regularly with co-workers to maintain safety.
- Notify all co-workers of hazards, especially new ones.
- Always follow correct procedures. Shortcuts can create hazards for you and your co-workers.
- Be aware of your surroundings, what's going on around you and the locations of co-workers.
- Take safety training seriously; your co-workers depend on you.



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Answers to Basic Electrical Pop Quiz

1. Free Electrons 2. Copper 3. Ohm's Law 4. Ohms 5. E 6. I 7. All of the above

Answer to Saf-T-Trivia Question:

The correct answer is B. By opening an electrical circuit.